

**/ SUBMIT THIS FORM TO:****Robin L. Yorty**

Executive Director of University Events &amp; Liaison to the President

304-293-8023

[robin.yorty@mail.wvu.edu](mailto:robin.yorty@mail.wvu.edu)**1. Type of event:**

Chair Investiture Ceremony

Dedication/Grand Opening

Naming Ceremony (Facility, building, interior space)

Evening Conference

Other:

**2. Sponsor/host of the event:****3. Name of the event:****4. Exact Location/Building for event:****5. Date and time of event:****6. Time needed for alcohol service:****7. Type of alcohol preferred:**                      Wine              Beer              Both**8. Number of guests expected:****9. Will there be anyone under 21 in attendance:**                      Yes              No